

**TOWN OF WEBSTER
DEPARTMENT OF PUBLIC WORKS
SEWER DIVISION
PO BOX 793
38 HILL STREET WEBSTER, MA 01570
508-949-3865 – FAX 508-949-3868**

INVITATION FOR BIDS

DUPLICATE SEALED BIDS clearly marked **"Chemical Bids"** will be received up to 11:00 A.M. local time May 31, 2012 in the office of the Webster Sewer Department, 38 Hill Street, Webster, MA for the period of July 1, 2012 to June 30, 2013 for various chemicals used in the process of wastewater treatment.

Requests for information should be directed to Harlan W. Hilton, Asst. Superintendent by e-mail: hhilton@webster-ma.gov or to Debra A. Kasik, Administrative Assistant: dkasik@webster-ma.gov

Requests for bid packages can be made during normal office hours of 8 am to 4 pm, Monday – Friday by phone at 508-949-3865 or visit our website www.webster-ma.gov

Town of Webster

Sewer Department

J.T. Gaucher, PE, DPW Director

INSTRUCTIONS TO BIDDERS

- **ALL QUOTATIONS MUST BE SIGNED.**

TERMS AND CONDITIONS

By signing this quotation, the bidder acknowledges and agrees to the following terms and conditions:

- This Request for Price Quotations is governed by the provisions of M.G.L. Chapter 30 B.
- Unless otherwise stated, the quantities set forth are **ESTIMATES ONLY**. The Town reserves the right to purchase the item specified in any amount.
- The Town is exempt from the following taxes: sales, excise, and Federal transportation.
- The Town reserves the right to reject any or all bids when the Town determines that it is in the best interest of the Town to do so.
- The Town will award the contract to the responsible bidder of the needed quality of supply or service at the lowest quotation.
- The Town at its sole discretion and subject to appropriation may extend this award for an additional twelve (12) month period.
- All supplies must be properly packaged; damaged supplies will not be accepted.
- Rejected supplies will be returned to the vendor at the vendor's sole risk and expense.
- The vendor shall comply with all applicable Federal, State and Local laws.
- Where the unit price and the total price are at variance; the unit price will prevail.
- The vendor shall defend at its sole cost and expense, including attorney's fee, actions or claims brought against the Town of Webster and save harmless the Town from loss, cost, judgment, expense or damage by reason of actual or alleged infringement of patent, royalties, or damages arising from the transaction.
- **MATERIAL SAFETY DATA SHEETS:** Pursuant to M.G.L. Chapter 111F §8,9,10, the vendor agrees to submit a Material Safety Data Sheet for each toxic or hazardous substance or mixture containing such substance when deliveries are made. The vendor agrees to comply with all requirements set forth in the pertinent laws set forth above.
- In performance of this contract, the vendor shall not discriminate on the grounds of race, color, religion; national origin, age or sex in employment practices or in the selection or retention of subcontractors, and in the procurement of material or rental of equipment. The Town may cancel, terminate or suspend the contract in whole or in part for any violation of this paragraph.
- The vendor shall not assign sell, subcontract or otherwise transfer any interest in this contract without the prior written consent of the Town of Webster.
- Current insurance liability certificate

W-9

**REQUEST FOR TAXPAYER
IDENTIFICATION NUMBER AND
CERTIFICATION
FORM**

**MASSACHUSETTS FORM
ST-2
CERTIFICATE OF EXEMPTION**

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/
Sole proprietor

☐ Corporation

☐ Partnership

☐ Other ▶

☐ Exempt from backup
withholding

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

_____|_____|_____|_____|_____|_____|_____|_____|

or

Employer identification number

_____|_____|_____|_____|_____|_____|_____|_____|

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the Instructions on page 4.)

Sign
Here

Signature of
U.S. person ▶

Date ▶

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



Form ST-2
Certificate of Exemption

Massachusetts
Department of
Revenue

Certification is hereby made that the organization herein named an exempt purchaser under General Laws, Chapter 64H, sections 6(d) and (e). All purchases of tangible personal property by this organization are exempt from taxation under said chapter to the extent that such property is used in the conduct of the business of the purchaser. Any abuse or misuse of this certificate by any tax-exempt organization or any unauthorized use of this certificate by any individual constitutes a serious violation and will lead to revocation. Willful misuse of this Certificate of Exemption is subject to criminal sanctions of up to one year in prison and \$10,000 (\$50,000 for corporations) in fines. (See reverse side.)

* TOWN OF WEBSTER MAIN ST WEBSTER 01570 MA

EXEMPTION NUMBER E

046-001-342

ISSUE DATE

10/26/03

CERTIFICATE EXPIRES ON

NONE

NOT ASSIGNABLE OR TRANSFERABLE

COMMISSIONER OF REVENUE

ALAN LEBOVIDGE

CANCELLATION OF INVITATION FOR BIDS; REJECTION OF BIDS OR PROPOSALS

The procurement officer may cancel an invitation for bids, a request for proposals, or other solicitation, or may reject in whole or in part any and all bids proposals when the procurement officer determines that cancellation or rejections serves the best interest of the governmental body. The procurement officer shall state in writing the reason for a cancellation or rejection.

CERTIFICATION OF GOOD FAITH

A person submitting a bid or a proposal for the procurement or disposal of supplies or services to any governmental body shall certify in writing, on the bid or proposal, as follows:

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or organization, entity, or group of individuals.

Name of person signing bid or proposal

Name of business

Date

CHEMICAL BID LIST

BIDS SHALL BE MARKED **CHEMICAL BID** ON THE OUTSIDE OF THE ENVELOPE

ALL BIDS SHALL INCLUDE DELIVERY TO THE WASTEWATER TREATMENT PLANT

THE FOLLOWING IS A LIST OF CHEMICALS NEEDED FOR FY 2013:

CHLORINE

- TON CYLINDERS...*CURRENT USAGE 14,000 LBS+/-*
- LIQUID HYPOCHLORITE (50 GALLON CARBOYS)...*CURRENT USAGE 1,650 GALLONS +/-; VENDOR MUST DECLARE PERCENT OF CHLORINE*

SULFUR DIOXIDE

- TON CYLINDERS...*CURRENT USAGE 10,000 LBS +/-*

LIQUID ALUM

- BULK DELIVERY...*CURRENT USAGE 55,000 GALLONS +/-*
- LOAD SIZE OF 5,000 GALLONS/COMMERICAL GRADE

LIME SLURRY

- BULK DELIVERY... CURRENT USAGE 936,000 LBS. +/-
- METALS ANALYSIS MUST BE SUBMITTED WITH BID
- QUOTE MUST STATE MINIMUM DELIVERY QUANTITY
- QUOTE SHALL INDICATE PERCENT CONCENTRATION BY WEIGHT
- FAILURE TO SUPPLY PERCENT CONCENTRATION MAY RESULT IN DISQUALIFICATION

VENDORS MUST SUPPLY MATERIAL DATA

SAFETY SHEETS.

DELIVERY WILL BE ON AN "AS NEEDED BASIS"

SPECIFICATIONS FOR BID
POLYMER SUPPLIERS

BIDS SHOULD BE MARKED POLYMER BID ON THE OUTSIDE OF THE ENVELOPE

- ◆ VENDOR SHALL BE RESPONSIBLE FOR TESTING AT NO COST TO THE TOWN TO DETERMINE THE APPROPRIATE CHEMICAL AND COST PER TON DRY SOLIDS BASIS
- ◆ ALL POLYMER SHALL BE LIQUID EMULSION, NO DRY POLYMER CONSIDERED
- ◆ AWARD WILL BE BASED ON THE BASIS OF: DOLLARS PER DRY TON PERFORMANCE AS WELL AS CAKE CONCENTRATION AND UNDERFLOW VALUES
- ◆ POLYMER COST TO INCLUDE DELIVERY TO TREATMENT PLANT
- ◆ POLYMER SHALL BE DELIVERED IN RETURNABLE CONTAINERS THAT IS DRUMS, TOTES OR BULK ETC.
- ◆ UNIT COST WILL BE PER POUND DELIVERED TO WEBSTER
- ◆ VENDOR SHALL INDICATE PERCENT ACTIVITY OF POLYMER PER POUND
- ◆ VENDOR MUST SUPPLY MATERIAL DATA SAFETY SHEETS

‡ TWO TYPES OF POLYMER ARE CURRENTLY BEING USED

PRODUCT A: CATIONIC POLYMER 55 GALLON DRUMS +/- 10 DRUMS

PRODUCT B: ANIONIC POLYMER 25 DRUMS +/-

NOTICE TO ALL POLYMER BIDDERS

In order to determine/verify cost per ton dry solids basis for your material after having completed bench trials to determine the optimum polymer, please make arrangements with our Assistant Superintendent, Butch Hilton, to have thirty (30) gallons of your polymer material delivered to the treatment plant complete with MSDS sheets and any special instructions specific to that product at no cost to the town. This material will be used to determine actual product efficiency under normal operation conditions.

FAILURE TO PROVIDE SUFFICIENT SAMPLE WILL AUTOMATICALLY CAUSE YOUR NAME TO BE REMOVED FROM THIS FISCAL YEAR BID CONSIDERATION.

IF YOU HAVE ANY QUESTIONS PLEASE DO NOT HESITATE TO CONTACT OUR OFFICE AT 508-949-3865 OR E-MAIL: hhilton@webster-ma.gov

PROPOSED BID PRICE

CHEMICAL	PREVIOUSLY PURCHASED AMOUNTS	UNIT PRICE	BID PRICE
CHLORINE	14,000 LBS +/- TON CYLINDERS	PER TON	
LIQUID HYPOCHLORITE	1650 GALLONS +/- 50 GALLON CARBOYS	PER GALLON	
SULFUR DIOXIDE	10,000 LBS TON CYLINDERS	PER TON	
LIQUID ALUM	55,000 GALLONS BULK DELIVERY	PER GALLON	
POLYMER -- CATIONIC	10-55 GALLON DRUMS	PER GALLON	
PLOYMER -- ANIONIC	25-55 GALLON DRUMS	PER GALLON	

SIGNATURE : _____

COMPANY: _____

ADDRESS: _____

CITY/TOWN: _____ STATE: _____

TELEPHONE: _____ FAX: _____

E-MAIL _____